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Secretariat

28 August 2002

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-seventh session of the General Assembly, 12 to 15 and 17 to 20 September 2002**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-seventh session of the General Assembly from Thursday, 12 September, through Sunday, 15 September, and from Tuesday, 17 September, through Friday, 20 September 2002. Owing to heightened security measures throughout New York City and at Headquarters, it is likely that the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Wednesday, 11 September, through Friday, 20 September 2002. Closings are possible as early as Monday, 9 September. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

2. The United Nations will be closed to the public from Monday, 9 September, through Friday, 20 September. With the exception of pre-reserved groups on 9 and 10 September, regular guided tours will be suspended for twelve days. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 21 and 22 September 2002, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding the following types of passes will not be given access to the United Nations complex: courtesy, retiree, temporary [non-photo] and recreational club. Outside messengers, guests and holders of library identification cards will also not be admitted. All appointments and meetings during this period should be scheduled bearing this in mind. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business, staff members who work in United Nations annex buildings are advised to refrain from

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crossing First Avenue to enter the United Nations premises from Wednesday, 11 September, through Friday, 20 September 2002.

Access for representatives of non-governmental organizations

4. Access arrangements for representatives of non-governmental organizations during the period from Thursday, 12 September, to Friday, 20 September stipulate that they must use only the entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. A limited number of seats in the fourth balcony have been reserved for representatives of non-governmental organizations who possess a valid United Nations grounds pass and an appropriate meeting ticket.

Access for interns

5. During the general debate, interns with valid United Nations grounds passes will be admitted at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Closure of First Avenue

6. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 49th Street will be closed to vehicular traffic from Wednesday, 11 September, to Friday, 20 September. Delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets, upon presentation of their grounds passes. The crossing point at 46th Street is expected to be particularly congested and will be designated exclusively for delegations. A vehicular checkpoint will be established at Second Avenue and 46th Street.

7. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at 48th Street.

8. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located at the lobby of the DC1 Building, on 44th Street and First Avenue.

9. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Wednesday, 11 September, until the close of business on Friday, 20 September. The garage exit at 42nd Street will be accessible between 11 a.m. and 7 p.m., from Wednesday, 11 September, through Friday, 20 September. In the event that restrictions are eased and First Avenue is opened to vehicular traffic, the 48th Street vehicle entrance will close at 8 p.m. and all vehicles will be required to use the exit at 43rd Street and First Avenue.

Alternative access route

10. An alternative route has been established for authorized vehicles whenever First Avenue is closed, which in all likelihood will be one day before the opening of the general debate, from 6 a.m. on Wednesday, 11 September, and continuing on Thursday, 12 September until the close of business on Friday, 20 September. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance. In addition, vehicular traffic will be able to approach Headquarters southbound on the FDR Drive. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Access through the Delegates' Entrance and closure of the building

11. The Delegates' Entrance is reserved for high-ranking officials. In order to enhance security during the period from Thursday, 12 September, to Friday, 20 September, the vehicular gate at 45th Street and First Avenue will be reserved for the exiting of motorcades.

Access to restricted areas

12. The second floor of both the General Assembly and Conference Buildings, and the bilateral meeting areas located in the Chinese Lounge on the second floor and in the area behind the balcony on the third floor of the General Assembly Building will be reserved for members of delegations and staff conducting official business and bearing United Nations grounds passes and colour-coded access passes [secondary passes] issued for the duration of the general debate, in accordance with established procedures.

13. The North Lounge and the South Lounge areas on the second floor of the Conference Building will be accessible to staff members with colour-coded access passes [secondary passes] who are conducting official business in the lounges during the general debate. After Friday, 20 September, the South Lounge will be open to staff members when the Security Council is not in session.

14. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations grounds passes. On certain days, however, special arrangements may be in effect.

Closure of the garage

15. For security reasons, the garage will be closed for parking from 8 p.m. on Tuesday, 10 September, and will reopen for authorized vehicles at 4 a.m. on Wednesday, 11 September. All vehicles must be removed not later than 10 p.m. on Tuesday, 10 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

16. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Tuesday, 10 September, parking has been allocated to properly identified vehicles along both sides of First Avenue from 51st to 56th Streets, from 8 p.m. on Tuesday, 10 September, to 6 a.m. on Wednesday, 11 September 2002. A special parking decal obtained from the Garage Administration, which will be honoured by the authorities of the host Government, should be displayed on the dashboard of the vehicle.

Vehicle security checks

17. All vehicles entering the garage are subject to search. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Wednesday, 11 September, through Friday, 20 September.

Dining room, other catering facilities and commercial operations

18. It is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of 9 to 13 September, the weekend of 14 and 15 September and the week of 16 to 20 September will be as follows:

Cafeteria (Secretariat Building, first floor)

Monday-Friday (9-13 September)	8 a.m.-8.30 p.m.
Saturday and Sunday (14 and 15 September)	9 a.m.-3 p.m.
Monday-Friday (16-20 September)	8 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday (9-13 September)	11.30 a.m.-2.30 p.m.
Monday-Friday (16-20 September)	11.30 a.m.-2.30 p.m.

Café Austria (Conference Building, first basement)

Monday-Friday (9-13 September)	9 a.m.-6 p.m.
Saturday and Sunday (14 and 15 September)	9 a.m.-5 p.m.
Monday-Friday (16-20 September)	9 a.m.-6 p.m.

UNCA Club

Monday-Friday (9-13 September)	12 p.m.-3 p.m.
Monday-Friday (16-20 September)	12 p.m.-3 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (9-13 September)	8 a.m.-6 p.m.
Monday-Friday (16-20 September)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday (9-13 September)	8.30 a.m.-4.30 p.m.
Monday-Friday (16-20 September)	8.30 a.m.-4.30 p.m.

19. The Delegates' Dining Room will be open Monday to Friday, 9 to 13 September, from 11.30 a.m. to 2.30 p.m., on Saturday and Sunday, 14 and 15 September, from 12 noon to 2.30 p.m., and from Monday to Friday, 16 to 20 September, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations grounds passes valid for the fifty-seventh session of the General Assembly. Priority will be given to reservations from delegations.